



Sacramento Legal Secretaries Association

The Legal Eagle

Book 2014, Issue 2

February 2014

JANUARY STATE DAY IN COURT HUGE SUCCESS



A big thank you to all the participants and vendors!



In this issue

MARCH MEETING: FAMILY LAW

AFFORDABLE CARE ACT WEBINAR



Joseph Ford and Meredith Bostian, Sacramento Superior Court, and
Lynne Koroush, CCLS (see story on page 7)

Next Meeting: Annual Federal Day In Court - February 20, 2014

SLSA will hold its Annual Federal Day in Court meeting on Thursday, February 20, 2014, at the Hilton Arden West, 2200 Harvard Street, Sacramento. Federal court representatives will be presenting updates on the law and the courts. No-host exhibitor social from 4:45 PM to 6:45 PM, with dinner served at 6:15 PM.

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NON-MEMBERS ARE WELCOME!

We're on the Web!
www.slsa.org

President's Message: "What Do You Do When There's a Drought?"



Lynne Koroush, CCLS
President

According to the State Water Resources Control Board, California is experiencing ". . . the most serious drought we've faced in modern times." What do you do when there's a drought? How do you meet the needs of the millions of people, animals, and agricultural acreage of one of the most populous areas of the world? Experts say that conservation is the key, so we are all being asked to reduce our water usage and make smarter decisions when it comes to water. We are forced to bow to the cycles of nature and wait for rain.

Most of us can relate to times of drought. It's rarely enjoyable, and usually pretty stressful. Finding ways to conserve, being creative with existing resources, and waiting for more abundant times can take its toll on us. The worst thing we can do is to despair or lose hope. We should remember that most things in life, like nature, are cyclical and will usually bring themselves back into balance.

SLSA is currently experiencing its own sort of drought. We need volunteer leaders for the

Executive Board and our committee chair positions. Our current resources are being stretched and we are having to be more creative with the resources we do have. Many of our volunteers have been serving for years and are either ready to take on new assignments, or are no longer able to continue in their roles. In order for SLSA to continue providing the best professional education and training programs, most up-to-date information relating to the courts and the role of the legal support professional, and ongoing opportunities for networking, we must seek out new sources. I ask you to please consider how you can help.

The Nominations and Elections Committee will be presenting the names of the nominees for officers and delegates at the February 20 meeting. Elections officially begin at that time, and ballots will subsequently be mailed to all members. Please contact the committee to let them know of your interest and willingness to serve.

Thank you, and I hope to see you at the February 20 Federal Day in Court meeting.

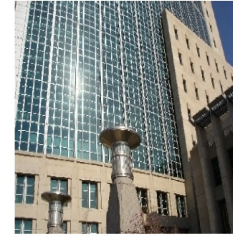
--Lynne





Sacramento Legal Secretaries Association

A Member of Legal Secretaries, Incorporated
Proudly Presents



FEDERAL DAY IN COURT 2014

with guest speakers from the U.S.D.C., Eastern District

EXHIBITORS!!!

DOOR PRIZES!!!

THURSDAY, February 20, 2014

No-Host Bar: 4:45 p.m. to 6:45 p.m.

Dinner: 6:15 p.m.

Cost: SLSA Members: \$40 before February 7, 2014 (add \$5 after February 7, 2014)

Non-Members: \$45 before February 7, 2014 (add \$5 after February 7, 2014)

Cancellations must be made 72 hours in advance for a refund. No-shows will be billed.

Location: HILTON — SACRAMENTO ARDEN WEST LOCATION
2200 Harvard Street (located at Business 80 and Arden Way West) Sacramento
Parking will be validated for all attendees

Deseree Gamayo (dgamayo@stonegraves.com) Phone: 916-231-0321

Day In Court Chairs:

Crystal Rivera (crivera@somachlaw.com) Phone: 916-469-3813

Kim Smith (smithkim@gtlaw.com) Phone: 916-868-0646

Please mail or email your registration form with your check or you may register online at www.slsa.org/events.

Name: _____ CCLS? Yes ___ No ___

Address: _____ MCLE? Yes ___ No ___

Phone Number: _____

E-Mail: _____

Are you interested in SLSA membership? Yes or No

If you are a member of a local LSI association, please state the name: _____ LSA/LPA

Are you an LSI Officer or Chair? _____ If so, in which capacity? _____

Three-course meal including salad, entrée, dessert, coffee/tea. Please indicate your meal preference:

_____ Flank Steak with Mushroom Demi Garlic Mashed Potatoes Chefs Fresh Vegetable Du Jour

_____ Grilled Vegetable Wellington Chefs fresh Vegetable Du Jour

_____ Chicken Bruschetta Grilled Chicken Breast with Basil Crème gapers and Artichoke Hearts Garlic Mashed Potatoes Chefs Fresh Vegetable Du Jour

Food allergies: _____

Mail Registration and Check (made payable to SLSA) to:

Paula Lockard, CCLS

Registration/Reception Chair 2013-2014

c/o Sacramento City Attorney's Office

915 "I" Street, 4th Floor

Sacramento, CA 95814

E-mail: reservations@slsa.org

If you cannot attend this event, but are interested in membership, please contact President Lynne Koroush, koroushl@gtlaw.com.

SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of at least 1.0 hours.



Sacramento Legal Secretaries Association

Dinner Meeting • March 20, 2014



Hal Bartholomew, Esq. "Family Law"

Vendor of the Month:
TBA

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting
Courtyard Marriott - Midtown Sacramento
4422 Y Street, Sacramento
\$25 SLSA Members / \$30 Non-Members

RSVP by Noon on Friday, March 14. Make checks payable to SLSA, and mail to:
Paula Lockard, CCLS, Registration/Reception Chair 2013-2014, c/o Sacramento City Attorney's Office,
915 "I" Street, 4th Floor, Sacramento, CA 95814. You may also register via e-mail at reservations@slsa.org, or
through our website at www.slsa.org under Upcoming Events.

Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed. Walk-ins and registrations received
after the RSVP deadline are subject to a \$5 late fee.

MCLE & CCLS Credit: SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum
continuing legal education credit by the State Bar of California in the amount of 0.5 hours.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Do you require a MCLE or CCLS certificate?

Are you an SLSA member? YES NO If "No," are you interested in membership? YES NO

Are you interested in volunteering with SLSA? YES NO

Entrée Selection:

Sautéed Tilapia Fillet – Sun-dried
tomatoes, artichokes, capers, olives,
Chardonnay Basil, over Basmati rice.

Peppercorn Chicken – Mushroom
peppercorn sauce with vegetables and rice
pilaf.

Vegetarian Option: Eggplant
Parmesan.

All meals will be served with salad and
dessert.

Charitable Projects: 2013 Loaves & Fishes Stocking Drive

THANK YOU!

2013 Loaves & Fishes Stocking Drive

Thank you to the following donors:

Anonymous Donors at Mock Trial
Dawn Forgeur, CCLS
Debbie Frias, CCLS
Jennifer Goldsmith
Sonja Hernandez
Nicholas Jacobs
Rebecca Lerma
Coty Lutz
Elizabeth Madden, CCLS
Luke Patterson
Maryanna Rickner
Crystal Rivera
SLSA's Stocking-Stuffing Participants
Fagen Friedman & Fulfrost
Klinedinst PC
Stoel Rives LLP



February Birthdays



Many happy returns to the following SLSA members who celebrate February birthdays!

Valeri Davis, CCLS	Feb. 10
Laura Welch, CCLS	Feb. 15
Crystal Roberts	Feb. 16
Paula Hefley, CCLS	Feb. 17
Tammy Hunt, CCLS	Feb. 20
Lili Vogelsang	Feb. 20
Michelle Bowers	Feb. 22
Carly Howard	Feb. 22
Teresa Jackson	Feb. 22
Cathy Doughty	Feb. 25
Cyrene Farrell, CCLS	Feb. 27
Cindy Perez	Feb. 27



February 2014

Feb. 7 – RSVP Deadline for Feb. 20 Federal State Court Updates meeting.

Feb. 10 – SLSA Executive Board Meeting. 5:30 PM. Carroll, Burdick & McDonough, 980 Ninth Street, Suite 380, Sacramento, CA. All members welcome.

Feb. 11 – Deadline to RSVP for Legal Specialization Section Workshops in Modesto.

Feb. 12 – State courts closed (Federal open).

Feb. 13 – Deadline to apply to take the March 15, 2014, CCLS Exam (with \$30 late fee).

Feb. 17 – Presidents' Day. All state and federal courts closed. No mail service.

Feb. 20 – Day in Court. Annual Federal Court Updates meeting. No-Host Meet & Greet and Exhibitor Gallery, 4:45-6:45 PM. Dinner 6:15 PM. Hilton Arden West, 2200 Harvard Street, Sacramento, CA.

Feb. 20 – Nominations for 2014-2015 SLSA officers open.

Feb. 21-23 – LSI Third Quarterly Conference, Doubletree Hotel, Modesto, CA.

Feb. 24 -- Deadline to submit bulletin articles to the Editor for the March issue of *The Legal Eagle*.

March 2014

March 9 – Daylight Savings Time begins. Remember to set clocks forward one hour!

March 10 -- SLSA Executive Board Meeting. 5:30 PM. Carroll, Burdick & McDonough, 980 Ninth Street, Suite 380, Sacramento, CA. All members welcome.

March 14 -- RSVP Deadline for March 20 SLSA Regular Membership Meeting.

March 15 – California Certified Legal Secretary Examination.

March 19 – Deadline to register for LSI Webinar on Affordable Care Act.

March 20 – SLSA Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento, 5:30 PM Meet and Greet, 6:15 PM Dinner. Speaker: Hal Bartholomew, Esq. Topic: Family Law. SLSA Election of 2014-2015 Officers and Delegates to May 2014 LSI Annual Conference.

March 24 -- Deadline to submit bulletin articles to the Editor for the April issue of *The Legal Eagle*.

March 26 – LSI Webinar: “Affordable Care Act/ Covered California.” 12:30-1:30 PM.

March 31 – Cesar Chavez Day. State courts closed.

Submitted by Deseree Gamayo



SLSA's Annual State Day in Court event was held on Thursday, January 16, 2014, at the Hilton-Arden West. We had over 200 attendees this year! As we did last year, SLSA went green and provided the Day in Court handouts via CD instead of paper.

We were honored to have speakers from Sacramento, El Dorado, San Joaquin, and Placer County Superior Courts, and the Third District Court of Appeals. Each speaker addressed changes to hours or locations, local rules, forms and procedures, provided tips on common filing mistakes, and answered audience questions.

Colette Bruggman and Darlene Warnock from the Court of Appeals updated us on their amended rules. Rules of Court 8.45 – 8.47 relating to sealed and confidential documents were amended and one should familiarize themselves with this rule prior to filing any sealed or confidential documents. Also, they now accept e-filings for documents such as application for an extension of time in a criminal appeal (first 30-day extension only), change of address, substitution or association of counsel, and notice of settlement. See Misc. Order 2013.001 for a complete list of documents that can be e-filed. They also noted that the timing for a fully-briefed matter to opinion is about 11 months.

Doralyn McPeake and Vicki Stillwell from El Dorado County Superior Court returned this year to give us their updates. El Dorado's counter hours are currently 8:00 a.m. – 3:00 p.m. and their telephone hours are currently 8:00 a.m. – 1:00 p.m. It was announced that they are working on a new website! Local Rule 4.00.08 relating to filing of documents by fax was revised. No documents, except for criminal complaints, parole violation petitions, and registration of protective orders issued by the local Tribal Court, may be filed by fax with the Clerk of the Court, unless the filing is by a fax filing agency. Starting this month, you will have to pay for criminal records. You can also request a refund of the reporter fee if your matter is dropped from the calendar in a civil matter.

El Dorado County Superior Court currently has positions available! The positions are for a Case Management

Systems Analyst in Placerville and a Senior Child Custody Recommending Counselor. Both positions are for their Placerville location. For more details, visit the court's website.

Joining us from Placer County Superior Court were Sharry Shumaker and Jennifer Tisdale. They announced that the court is working on a new in-house court call system, and they are working on making documents available online. Online document view will first be available for traffic court, then family law, followed by civil, and finally juvenile. They urge you to use their online appointment system when scheduling an appointment for dissolution of marriage or the legal self-help department. The average counter wait time is approximately 10 minutes. Their law and motion hearing dates are 30 days out, and processing orders is 15-30 days out.

Our speakers from San Joaquin County Superior Court were Camey Joerke and Francine Garcia. They announced that their Small Claims department reopened in October 2013! There were 1,200 cases awaiting a court date when the department closed. They are working very hard at getting through their backlog; each judge has added five cases to their calendar to assist with the backlog. The court is now processing passports; they process about 250 a month. They have also reduced their backlog on defaults. They were behind about 1,000 defaults seven to nine months ago, but are currently processing defaults within 10 days.

San Joaquin County is building a new courthouse in Stockton. The new courthouse will be 13 stories high, which will be the tallest building in Stockton! It will have 30 courtrooms, a child waiting room, in-custody room, and attorney/client rooms.

Sacramento County Superior was our final court representative and this court had plenty of questions to answer! Meredith Bostian was with us again, along with Joseph Ford, who is the Court's Operations Manager. They announced that Judge Hight is the new Presiding Judge, and there are three new judges. Defaults are 30 days out. They also announced that there are no longer Case Management Conferences for limited civil cases.

(Continued on page 8)

(Continued from page 7)

Meredith addressed a question regarding filing multiple discovery motions as one motion and paying one \$60 filing fee. For each separate relief requested, there is a \$60 filing fee. Example: (1) motion to compel responses to interrogatories, points and authorities, declarations; (2) motion to compel production of documents, points & authorities, declarations. These would be considered two separate motions and would require two \$60 filing fees. Each relief requires its own filing fee; however, your notice [to compel responses to interrogatories], supporting points and authorities, and declaration(s) can be combined into one document.

If our speakers did not cover the topics you were interested in, I encourage you take a more

participatory role to make next year's event even better. The speakers WANT to talk about the topics that we are interested in and will tailor which speakers they send based on the questions we have.

SLSA hopes that you will be able to join us at February's Federal Day in Court event on Thursday, February 20, 2014. From the U.S. District Court, Eastern District we have the Honorable Allison Clair, Magistrate Judge, Wim van Rooyen, Law Clerk, and Kyle Owen, Courtroom Deputy. Also from the U.S. Bankruptcy Court for the Eastern District, we will have Nicole Sanchez-Gargalakis, Bankruptcy Operations Help-Desk Analyst, and Cathy Guyer, Bankruptcy Court's Operations Support Specialist. Your questions for these speakers may be submitted in advance to dgamayo@stonegraves.com.

State Day In Court: Thank you to our Vendors!

Submitted by Crystal Rivera

A HUGE THANK YOU to our Vendors who were able to participate in our January 16th Day-In-Court Updates Meeting! The meeting was another success. We had approximately 200 attendees and 16 vendors. We were pleased to see some new faces at the vendor tables, and we hope both vendors and attendees were able to make some new contacts. Please continue to support our vendors; their business makes our jobs a little easier.

Capitol Digital Document Solutions

Dave Wilkinson
Ron Bodenmann
Ignacio Solorio
Dave Baer

Capitol Legal Investigations, Inc.

Luke Patterson
Tom Mathews

Compex Legal Services, Inc.

Kelly Munson
Jessica Taft-Williams

D&B Deposition Reporters

Steve Dick
Rose Goni

Diamond Court Reporters

Janice Williams
Terrie Smith

Esquire Deposition Solutions

Johnny Bateman
Gina Tsai

First Legal

Jim Pinter

Litigation Services

Allie Steinmuller

Moe's Process Serving Inc.

Lauri Greenberg
Darin Fain
Lisa Coleman
Cassie Champlain

Nationwide Legal, LLC

Mike Taraban
Tracy Scott

Sacramento Legal Video Center

Jaci McAleer
Sean McAleer

Sacramento Placement Services

Debbie Jordan
Peggy Porter

The Pampered Chef

Robin Grossman
Scott Grossman

U.S. Legal Support

Johmar Gasphar
Marciano Heredia

Valpro Attorney Service

Henry Valentin

Veritext Court Reporters

Marj Walker

WE TRULY APPRECIATE OUR VENDORS, AND THANK YOU AGAIN FOR SUPPORTING SLSA!

SLSA ANNUAL STATE DAY IN COURT 2014



Francine Garcia and Camey Joerke
(San Joaquin Superior Court)



Colette Bruggman and Darlene Warnock
(3rd District Court of Appeals) with President
Lynne Koroush, CCLS



Paula Lockard, CCLS, and
Past President Jan Ainsworth



Elizabeth Madden, CCLS,
and Tami Cheung



Vicki Stillwell and Doralyn McPeake
(El Dorado Superior Court)



Sharry Shumaker and Jennifer Tisdale
(Placer Superior Court)

STATE DAY IN COURT VENDORS



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D & B Deposition Reporters



Nationwide Legal, LLC



Moe's Process Serving



Sacramento Placement Services



Capitol Digital Document Solutions



Esquire Deposition Solutions

STATE DAY IN COURT VENDORS



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The Pampered Chef



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Answers to the CCLS Quiz

1. Accounting equation
2. Accounts payable
3. Fair market value
4. Footing
5. Owner's equity
6. Liabilities
7. Debit
8. Double-entry accounting
9. Depreciation
10. Journal entry

Submitted by Launa Atkinson, CCLS



CCLS Quiz

Choose the most correct definition.

- Assets = Liabilities + Owners Equity is known as _____.
- Unwritten promise to pay creditors for property, such as merchandise, supplies, and equipment, purchased on credit or for services rendered is known as _____.
- The present worth of an asset is known as _____.
- Debit and credit totals of an account is known as _____.
- The amount by which the assets of the business exceed its liabilities is known as _____.
- Creditor's claims against the assets of a business is known as _____.
- The left side of an account is known as _____.
- Recording of a transaction using two or more accounts is known as _____.
- Systematic and rational allocation of the cost of certain tangible assets over their useful lives is known as _____.
- Listing of the final balances of the general ledger accounts in chart-of-accounts number order is known as _____.

CCLS Vocabulary

- Compound entry:** a transaction requiring more than one debit or credit to be recorded.
- Entry:** the recording of a business transaction in a record.
- Fiscal year:** a period of 12 consecutive months.
- Adjusting entry:** general ledger entry to correct or bring account up to date.
- Slide:** an error in placing the decimal point.
- Expenses:** costs of doing business, i.e., wage, rent, utilities.
- Revenues:** the amounts a business earns.
- Posting:** the process of transferring entries from the journal to the ledger.
- Trial balance:** a list of all ledger account balances to prove that the total of all debit balances equals the total of all credit balances (done before balance sheet).
- T-Account:** account having both a debit and credit side.

Congratulations to SLSA's newest honorary members!



Honorary Member Deena Fawcett,
Court Administrator, 3rd District Court
of Appeals, with President
Lynne Koroush, CCLS

At the January 16, 2014, State Day in Court meeting, SLSA was pleased to award certificates of honorary membership to a few of our speakers who have been a part of SLSA's State Day in Court for many years, and who have shown tremendous support to this association. SLSA conferred Honorary Membership status on the following individuals:

Meredith Bostian - Sacramento County Superior Court
Doralyn McPeake - El Dorado County Superior Court
Deena Fawcett - Third District Court of Appeals.

We are very grateful to these individuals for their many contributions to SLSA!

Nominations and Elections Committee Report: Nominations for 2014-2015

SLSA Members,

On behalf of the Nominations and Elections Committee, I would like to remind you that SLSA will soon begin taking nominations for the 2014-2015 fiscal year. In March, which will be here sooner than you think, we will elect the new board members. Now is the time to consider serving the association through volunteer leadership on the Executive Board. If you are interested in becoming involved, be sure to let us know so that we can add you to the ballot. Nominations will be accepted for the offices of: President; Vice President; Secretary; Treasurer; Governor; and Delegates (3). Delegates will be required to attend Annual Conference in May 2014 in Concord.

Please keep in mind that a nominee for the office of President must have served at least one year as an elected officer of this association. All other positions are open to any member in good standing. In January, letters will be sent to all SLSA members requesting nominations and will include detailed job descriptions for each office. In the meantime, should you wish to add your name to the list, please let us know.

Thank you.

Jaymie Morales, Nominations & Elections Chair (jmorales@somachlaw.com)

Yolanda De La Cruz, Nominations & Elections Committee Member (ydelacruz@somachlaw.com)

Astrid Watterson, CCLS, Nominations & Elections Committee Member (awatterson@somachlaw.com)

California Certified Legal Secretary

A Program of
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APPLICATION

Please complete and mail this form to the following address with your check to reserve your place at one of the examination venues:

**CCLS Certifying Board
14403 Leibacher Avenue
Norwalk, CA 90650**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, October 19, 2013
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 15, 2014

Deadline: Application must be received 60 days prior to examination date. A late application *may* be accepted up to 30 days prior to the examination if submitted with a \$30 late fee, in addition to the fees listed below, if space is available.

EXAMINATION FEES*			
LSI MEMBERS**		Non-LSI MEMBERS	
Registration fee:	\$ 25.00	Registration fee:	\$ 75.00
Examination fee:	<u>\$ 100.00</u>	Examination fee:	<u>\$ 100.00</u>
Total	\$125.00	Total	\$175.00

Enclosed is a check in the sum of \$ _____, payable to LSI.

* Fees subject to change without notice.

** LSI members: Name of local association: _____ LSA/LPA.

Please enclose a photocopy of your local membership card.

You must be a member upon application to be eligible for reduced fees.

*** Include \$30 late fee if applicable.

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

Highest level of formal education completed: _____; Highest Degree: _____.

EMPLOYMENT RECORD: Please list legal secretarial employment, beginning with your most recent (or current) employment, to show a minimum of two full years of such employment. Attach a supplemental page if additional entries are necessary to show two full years of employment as a legal secretary.

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

I certify that I have completed this application truthfully. I understand that a false statement may result in the rejection of this application or revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Signature of Applicant _____ Date _____

**APPLICATION FOR MEMBERSHIP IN
SACRAMENTO LEGAL SECRETARIES ASSOCIATION**

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO "SLSA" (see membership category and dues information below), TO:

**Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
P. O. Box 269003, Sacramento, CA 95826-9003**

NAME OF APPLICANT _____ ARE YOU A CCLS? YES NO
EMPLOYER _____ POSITION _____
BUSINESS ADDRESS _____ CITY/ZIP _____
BUSINESS PHONE _____ BUSINESS E-MAIL _____
RESIDENCE ADDRESS _____ CITY/ZIP _____
RESIDENCE PHONE _____ RESIDENCE E-MAIL _____
EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES ASSOCIATION (INCLUDE ASSOCIATIONS, DATES) _____

IF ACCEPTED AS A MEMBER, I AGREE TO BE BOUND BY THE BYLAWS AND STANDING RULES OF LEGAL SECRETARIES, INCORPORATED, AND THE LOCAL ASSOCIATION TO WHICH I HEREBY APPLY FOR MEMBERSHIP, INCLUDING THE FOLLOWING CODE OF ETHICS:

IT SHALL BE THE DUTY OF EACH MEMBER OF LEGAL SECRETARIES, INCORPORATED TO OBSERVE ALL LAWS, RULES AND REGULATIONS NOW OR HEREAFTER IN EFFECT RELATING TO CONFIDENTIALITY AND PRIVILEGED COMMUNICATION, ACTING WITH LOYALTY, INTEGRITY, COMPETENCE AND DIPLOMACY, IN ACCORDANCE WITH THE HIGHEST STANDARDS OF PROFESSIONAL CONDUCT. (Dedicated to the memory of Joan M. Moore, PLS, CCLS, LSI President 1980-82.)

SIGNATURE OF APPLICANT _____ DATE _____
SPONSOR (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

[] **ACTIVE MEMBER* (Annual Dues \$40):** Persons currently engaged in work of a legal nature with at least one year's experience as a legal professional, including persons licensed to practice law, persons working in the office of an attorney licensed to practice law in this state, or in the courts of this state, trust departments of banks or trust companies, or in any other institution or office directly engaged in work of a legal nature, including the public offices of the United States government, state, cities, counties or municipalities. *Dues include local dues, any initiation fee, and Legal Secretaries, Incorporated (LSI) per capita tax.*

[] **STUDENT MEMBER** (Annual Dues \$25):** Persons currently enrolled in an educational program with emphasis on legal studies; persons currently engaged in work of a legal nature who possess less than one year's experience a legal professional. Upon completion of one year of employment as a legal professional, Student Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

[] **ASSOCIATE MEMBER** (Annual Dues \$25):** Persons interested in the legal profession who possess no legal experience; legal professionals who are presently unemployed. Associate Members may retain such status for two (2) years only. Upon meeting the conditions of active membership, Associate Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

* ACTIVE MEMBERSHIP IN SLSA INCLUDES MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED (LSI), AND ALL BENEFITS OF MEMBERSHIP IN LSI AND SLSA. ACTIVE MEMBERS MAY VOTE, SERVE ON COMMITTEES, AND BE ELECTED TO OFFICE.

** STUDENT/ASSOCIATE MEMBERSHIP IN SLSA DOES NOT INCLUDE MEMBERSHIP IN LSI. STUDENT/ASSOCIATE MEMBERS MAY NOT VOTE AND MAY NOT BE ELECTED TO OFFICE. STUDENT/ASSOCIATE MEMBERS MAY SERVE ON COMMITTEES.

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

_____ Administrative Law	_____ Criminal Law	_____ Real Estate Law
_____ Appellate Law	_____ Family Law	_____ Taxation
_____ Arbitration	_____ Law Office Management	_____ Other
_____ Bankruptcy	_____ Litigation	Specify: _____
_____ Business/Corporate Law	_____ Probate/Estate Planning	_____

EDUCATION:

_____ High School Diploma	_____ Four-Year Bachelor's Degree
_____ Secretarial Training Course	_____ Additional Education Above Four-Year Degree
_____ Two-Year Junior/Business College	

TYPE OF OFFICE:

_____ Law Office	_____ Self-Employed
_____ Government Services	_____ Corporate Legal Department
_____ Court System	_____ Other (Specify): _____

BENEFITS PROVIDED BY YOUR EMPLOYER: (Check all that apply)

_____ Retirement/401(k)	_____ Major Medical	_____ Vacation
_____ Disability Income Plan	_____ Life Insurance	_____ Dental
_____ Hospitalization	_____ Vision	_____ Other
	Specify: _____	

_____ **CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES**

_____ **CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS**

_____ **CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION**

E-MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

REGULAR MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

SLSA respects your privacy. If you do NOT want to be listed in SLSA's membership roster, check here: []

How did you hear about SLSA? _____

Please make your **check payable to SLSA**. Mail payment with this form to:

Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
P. O. Box 269003
Sacramento, CA 95826-9003



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2013 – April 30, 2014
Due Date: May 1, 2013**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: **\$40**
Renewals are due May 1, 2013.
There will be a late fee of \$5 after June 1, 2013.

Return the completed invoice and full payment to:
**Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
PO Box 269003
Sacramento, CA 95826-9003**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____ Are you a CCLS? Yes / No

BIRTHDAY: _____

TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

BUSINESS E-MAIL: _____ (for vital updates/reminders)

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

RESIDENCE E-MAIL: _____ (for vital updates/reminders)

YOUR SPECIALTY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Bankruptcy |
| <input type="checkbox"/> Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Labor and Employment | <input type="checkbox"/> Law Office Management |
| <input type="checkbox"/> Legal Support | <input type="checkbox"/> Litigation | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Probate/Estate Planning | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Other: _____ |

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered? Business Residence

Where do you want e-mail delivered? Business Residence

Which address should be listed in the membership roster? Business Residence

If you do NOT want to be listed in the membership roster, check here: No roster listing

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? (If yes, return form only w/out dues) Yes No

Are you interested in volunteering as a committee chairperson or co-chairperson? Yes No

What topics and speakers would benefit you most this coming year? _____

SLSA USE ONLY	Date Received: _____	On Roster: _____
	Check no.: _____	On LSI: _____
	On Email List: _____	To Editor: _____

Sacramento Superior Court Seeks Volunteers for 2014-15 Grand Jury Service

-- The Sacramento County Superior Court is seeking volunteers to serve on the 2014-15 Grand Jury. The Grand Jury serves from July 1, 2014 through June 30, 2015. The Grand Jury is accepting applications for Grand Jury Service. The deadline to accept applications is February 7, 2014.

Civil Self-Help Center -- The Civil Self-Help Center of the Sacramento County Superior Court provides workshops and individual assistance with a variety of civil legal issues. There are no income requirements to receive the free services. For more information, visit the court's website. The Civil Self-Help Center is located in the Sacramento County Public Law Library, 609 9th Street, in downtown Sacramento.

Reminder: Daily Trial Calendar -- The Sacramento Superior Court's Daily Trial Calendar provides the case name, the judge assigned to the case, the department and floor location, and the case type. The calendar is updated and published daily.



February Holidays and Events

1 Take your Child to the Library Day
 1-7 African Heritage and Health Week
 2 Groundhog Day
 3-7 International Networking Week
 4 African-American Coaches Day
 5 Digital Learning Day
 7 Wave All Your Fingers at Your Neighbors Day
 7-14 Congenital Heart Defect Awareness Week
 8 Laugh and Get Rich Day
 9 Read in the Bathtub Day
 9-15 Freelance Writers Appreciation Week
 10-16 Random Acts of Kindness Week
 11 Get Out Your Guitar Day
 11 Satisfied Staying Single Day
 13 Employee Legal Awareness Day
 14 Saint Valentine's Day
 15 Susan B. Anthony Day
 16-22 National Engineers Week
 17 Presidents' Day
 18 Single-Taking Day
 20 World Day for Social Justice
 21 International Mother Language Day
 22 World Sword Swallowers Day
 23 Curling is Cool Day

25 World Spay Day
 26 Inconvenience Yourself Day
 27 National Chili Day
 28 Floral Design Day
 28 National Tooth Fairy Day

February is also . . .

Worldwide Renaissance of the Heart Month
 AMD/Low Vision Awareness Month
 International Boost Self-Esteem Month
 International Expect Success Month
 Bake for Family Fun Month
 Beat the Heat Month
 Fabulous Florida Strawberry Month
 Library Lovers Month
 Marfan Syndrome Awareness Month
 Plant the Seeds of Greatness Month
 Return Shopping Carts to the Supermarket Month
 Spay/Neuter Awareness Month
 Spunky Old Broads Month
 Wise Health Care Consumer Month
 Youth Leadership Month
 National Bird-Feeding Month
 National Black History Month
 National Cherry Month
 National Mend a Broken Heart Month

CHANGES?? UPDATES??

Are you an SLSA member who has moved? Changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you!! Let us celebrate your accomplishments with you during the good times, and support you during the tough times. Please send your news to treasurer@slsa.org



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

Please fill out this form to let us know the changes you would like to make to your membership record.

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____
FORMER NAME: _____
NEW EMPLOYER: _____
BUSINESS ADDRESS: _____
CITY: _____
STATE & ZIP: _____
BUSINESS PHONE: _____
FAX: _____
BUSINESS E-MAIL: _____
NEW HOME ADDRESS: _____
CITY: _____
STATE & ZIP: _____
HOME E-MAIL: _____

CHANGE IN SPECIALTY:

- | | | |
|---|--|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Arbitration |
| <input type="checkbox"/> Business/Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Law Office Management | <input type="checkbox"/> Litigation | <input type="checkbox"/> Probate/Estate Planning |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Taxation | <input type="checkbox"/> Other: _____ |

CHANGES TO MAILING/LISTING INFORMATION:

Where do you want *The Legal Eagle* and other SLSA/LSI mail delivered?

Where do you want e-mail delivered?

Which address should be listed in the membership roster?

If you do NOT want to be listed in the membership roster, check here:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> No roster listing | |

Please submit to:

Attn: Maryanna Rickner
SLSA Treasurer 2013-2014
c/o Sacramento County Office of Education
PO Box 269003
Sacramento, CA 95826-9003
E-mail: treasurer@slsa.org

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Editor-Corene E. Rodder

Editor's Note

The Legal Eagle always welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Greenberg Traurig, LLP, 1201 K Street, Suite 1100, Sacramento, CA 95814 or cerodder@gmail.com.

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. Unless stated otherwise in the "Dates to Remember" section of the bulletin, the deadline for all submittals is the Monday after the general meeting of the month preceding the month of publication. This publication is designed to provide accurate

and authoritative information in regard to the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the service of a competent, professional person should be sought.

The opinions expressed in the articles published herein are those of the individuals submitting the articles and not necessarily the views of the board or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the board of the Sacramento Legal Secretaries Association.

Benefits



Kimberly Ann Smith

Submitted by Kimberly Ann Smith

LSI® provides educational, professional, and personal development information to legal support staff throughout the state of California. Many educational opportunities are available to members (and non-members, for a nominal fee) throughout California.

These programs are designed to provide current material and educational tools to enable law office support staff to remain current with the changes in general law, as well as in their respective areas of practice.

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General educational programs are offered at each LSI conference free to anyone wishing to attend. Topics vary among specialized areas of law, ethics, law office products and management, and personal development. Visit www.lsi.org and click the LSI Events tab for more information about upcoming LSI Events.

Many local associations offer study groups for members interested in preparing to take the California Certified Legal Secretary (CCLS®) examination. Information on the CCLS examination can be found by clicking on "California Certified Legal Secretary."



LEGAL SPECIALIZATION SECTION SEMINARS
 LSI 3rd Quarterly Conference – February 21-23, 2014 – Doubletree Hotel Modesto
 Hosting Associations: Merced County LPA and Stanislaus County LPA
REGISTRATION FORM - DEADLINE IS Tuesday, February 11, 2014



Registration **MUST** be **RECEIVED** by the LSS Coordinator **on or before the deadline.**

Please make advance reservations so materials may be prepared. Please check all appropriate boxes below.

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
Friday, February 21, 2014 – 7:30 p.m. to 9:00 p.m.		
<u>LAW OFFICE ADMINISTRATION:</u> Topic: <i>Health & Safety and Risk Management</i> Speaker: Charles Craig <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>CRIMINAL LAW:</u> Topic: <i>Gang Suppression</i> Speaker: Sgt. Rodney Rego, Stockton P.D. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, February 22, 2014 – 10:30 a.m. to 12:00 p.m.		
<u>PROBATE/ESTATE PLANNING:</u> Topic: <i>Protecting Assets from Medi-Cal Recovery</i> Speaker: Randy Rosa, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>TRANSACTIONAL LAW:</u> Topic: <i>Bankruptcy Basics & Chapter 9 - Cities Bailing Out Through Bankruptcy</i> Speaker: Diane Mecca <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, February 22, 2014 – 4:00 p.m. to 5:30 p.m.		
<u>FAMILY LAW:</u> Topic: <i>Pre- v. Post- Nuptial Agreements -- Which is Better?</i> Speaker: Stacy Speiler, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>CIVIL LITIGATION:</u> Topic: <i>Advanced Discovery - Withholding Documents & Privileges</i> Speaker: Weldon J. Mattos, Jr., Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	

Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____
 Address/City/State: _____
 Phone: (Work) _____ (Home) _____ Local Assn.: _____ LSA/LPA
 Method of Payment: Check Credit Card Number _____ Expiration Date: _____
 Name on Credit Card: _____ Type of Card: Visa _____ M/C _____ Card Verification No: _____

Mail, Fax, or Email completed form to:

Cheryl L. Kent, PLS, CCLS, LSS Coordinator
 P.O. Box 12082, Pleasanton, CA 94588
 925-523-3086 (fax) ~ clkcls@comcast.net

Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

Speakers and Topics are Subject to Change

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

2013-2014 Legal Specialization Section Leaders:

Civil Litigation: Dawn R. Forgeur, CCLS dforgeur@stoel.com	Law Office Administration: Tammy L. Hunt, CCLS loaleader@thunt.org
Criminal Law: Jill Gardella jgardella@nablaw.com	Probate/Estate Planning: Kristi L. Edwards, CCLS kledwards@justice.com
Family Law: Mary Lou Floyd, CCLS, M.S. Louloux7@yahoo.com	Transactional Law: Lisa De La O ldeiao@fitcheven.com

LEGAL SPECIALIZATION SECTIONS

Of LEGAL SECRETARIES, INCORPORATED

2013-2014 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

Complete and mail with your check made payable to LSI, for \$20 for each section, or a total fee of \$75 per year to join all SIX sections simultaneously if an LSI Member, or \$40 for each section, or a total fee of \$150 per year to join all sections simultaneously if joining as a non-LSI member.

Mail to: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
P. O. Box 12082, Pleasanton, CA 94588

Enclosed is payment of my dues for the fiscal year **8/1/13** through **7/31/14** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

Method of Payment: Check, payable to "LSI," enclosed VISA MASTERCARD

Credit Card Information: Number _____ Expiration Date: Month _____ Year _____

Name on Credit Card: _____ **Card Verification Number** _____

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	NEW	RENEWAL	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil Litigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Criminal Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Law Office Administration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Probate/Estate Planning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transactional Law



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS. _____ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PLEASE NOTE PREFERRED EMAIL ADDRESS. NEWSLETTERS, ROSTERS, AND OTHER COMMUNICATIONS, WILL BE SENT VIA EMAIL UNLESS REGULAR MAIL IS SPECIFICALLY REQUESTED.

I prefer communication via USPS (indicate preferred address: home work)

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

FAMILIAR WITH PRACTICE IN COUNTIES OF (Please indicate each County, not area):

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LEGAL SECRETARIES INCORPORATED (LSI)

Note: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member's individual needs and location. For information call these representatives directly.

<p style="text-align: center;">DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p style="text-align: center;">WORKING ADVANTAGE</p> <p>Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorg@suddenlink.com, or LSI Vice President</p>
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<p style="text-align: center;">AFLAC AND WORKER'S COMPENSATION QUOTES</p> <p>Steven C. Dannenberg (Independent Broker) 11091 Rhyolite Drive, Suite 4 Redding, CA 96003 Direct: (530) 339-5889 - Office: (530) 243-9879 Fax: (530) 243-9880 E-mail: dannenberginsurance@gmail.com Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p style="text-align: center;">CAPITAL INVESTMENT ADVISERS</p> <p>Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
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<p style="text-align: center;">DAVID WHITE & ASSOCIATES</p> <p>Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	<p style="text-align: center;">MWG FINANCIAL AND INSURANCE SERVICES</p> <p>Jory Wolf, President/Founder 6333 Greenwich Drive, Suite 210 San Diego, CA 92122 Office: (858)888-7300 Cell: (510)919-9062 jory@mwgfinancial.com California Insurance License: 0E88330 Individual disability insurance solutions</p>
<p>CREDIT UNIONS</p>	
<p style="text-align: center;">LA FINANCIAL FEDERAL CREDIT UNION</p> <p>P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p style="text-align: center;">PROVIDENT CREDIT UNION</p> <p>303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
 Mary J. Beaudrow, CCLS, LSI Vice President
 LSI Marketing Committee Coordinator
 939 Hough Avenue, #22, Lafayette, CA 94549
 Cell - (415) 717-5675
marybeau@comcast.net



Submitted by Jaymie Moralez

This free benefit provides the legal community with a place to post job openings for all categories of job positions. SLSA assists in every possible manner to procure employment for members of this association, and cooperates with attorneys in filling positions in law offices, but in no event does this committee act as an employment agency.

Employers/Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, and years of experience required. The attorney/employer is requested to e-mail the Employment Chair with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 48 hours.

It is the responsibility of the applicants to contact the employers, schedule interviews, exchange résumés, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair. Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at jmoralez@somachlaw.com. A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

(2/6/14) Senior Legal Secretary – County of Nevada, Nevada City. The County of Nevada is currently accepting applications for a Senior Legal Secretary. Please click [here](#) for the job description. For salary information, position information and qualifications please see the job announcement.

(1/31/14) Civil Legal Secretary – Somach Simmons & Dunn, a mid-sized downtown Sacramento law firm, is looking for a legal secretary with a minimum three years of civil litigation experience as well as some public agency experience. Qualified candidates will possess excellent communication, organizational, document production, and computer skills. Candidate must have a thorough working knowledge of Word, type at least 75 wpm, and possess excellent spelling, grammar and punctuation skills. Working knowledge of both federal and state court rules is required. Must be able to work independently, have the ability to multi-task, have excellent attention to detail, and be a team player. Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Insurance benefits are 100% employer paid for both the employee and their dependents. Interested candidates should send their resume with cover letter including salary requirements to Somach Simmons & Dunn, Attn: Craig Price, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 or email to cprice@somachlaw.com.

(1/29/14) Legal Secretary – Construction defect/civil litigation law firm in Roseville seeks a full-time legal secretary with a minimum of 4 years experience. Must possess strong knowledge of legal forms, procedures, and court rules, as well as experience in e-filing and e-service. Position requires excellent organizational, typing, and computer skills with specific knowledge in Word, Outlook, Legal Solutions, File & Serve Xpress, and Vision. Competitive salary and benefits. Friendly/casual and interesting work environment. Resumes will be accepted via email to dtofft@greenhall.com or fax to (916) 367-7491, attn.: Director of Human Resources.

(Continued on page 28)

Employment Report (continued)

(Continued from page 27)

(1/27/14) Legal Secretary – Auburn law firm seeks two full-time legal secretaries; one with a minimum of two years' experience in family law and the other with a minimum of two years' experience in personal injury and civil litigation. We are seeking candidates who are professional and have effective written and verbal communication and organization skills. Strong calendaring skills are a must! Duties include: Assisting the attorney and paralegal, calendaring, drafting correspondence, client telephone contact, and file maintenance to name a few. Experience with Microsoft Word and Outlook is a must. Experience with Word Perfect and Essential Forms is a plus. Please email cover letter with salary requirements and resume to shannon_clay@yahoo.com.

(1/24/14) Receptionist/File Clerk/Office Services – Midtown Sacramento law firm seeks full-time receptionist/file clerk with a minimum of 2 years office experience. We are seeking a candidate who is professional, courteous and team-oriented with effective written and verbal communication skills and excellent organizational skills. Attention to detail, good attendance and punctuality a must. Duties include: answering phones, greeting clients, filing, providing back-up support to office staff, processing mail, general housekeeping and office errands. Experience with Microsoft Word, Outlook and Excel essential; valid California Driver's License and high school diploma required. Hours: 8:00 a.m. – 5:00 p.m.; Salary \$12 - \$15 per hour, DOE; competitive benefits provided. Please email resume to bks@bkslawfirm.com or fax to 916-446-4018.

(1/22/14) Legal Assistant – Legal Assistant position available at local civil litigation firm. Candidate must have at least 3 years of experience at a civil litigation office. Must be professional, reliable, detail oriented, organized, timely, able to work under time pressure, and a self-starter. Daily tasks will include answering telephones, filing, legal calendaring, court filings, copying and scanning, data entry assignments and various other administrative tasks. Applicants should be familiar with California Rules of Court and local Court Rules relating to document filing and service procedures.

Salary is negotiable. Benefits are available after working 90 days. Please submit resume, cover letter and three references to sacramento hiring director@gmail.com. Applicants who do not submit all three documents will unfortunately not be considered.

(1/22/14) Litigation Legal Secretary – Low McKinley Baleria & Salenko, LLP has an opening for a litigation legal secretary with 7+ years experience, preferably in insurance defense. The position requires teamwork, strong organizational skills and a strong ability to handle a heavy law and motion desk. Must be proficient in MS Word and Outlook. Knowledge of Prolaw a plus. We offer a competitive salary and benefits. Please email resume to rgm@lmlaw.net.

(1/15/14) Legal Secretary – Sacramento Office. Locke Lord LLP, an international law firm, seeks legal secretary to work with litigation attorneys. We have a fast-paced, challenging position available requiring 5+ years previous legal secretarial experience. To qualify, must have excellent computer skills including Microsoft Word (with styles), Excel, and Power Point, prior experience with DeskSite or similar document management systems, detail oriented with the ability to multi-task, prioritize and manage workload as well as excellent written and verbal communication skills. Duties include: transcription, drafting pleadings and correspondence, time entry and file maintenance. We offer competitive salary/benefit package and an opportunity to use your skills in a pleasant/professional work environment. Please send resume to: recruiter@lockelord.com or fax to (312) 443-0530.



Submitted by Debbie Frias, CCLS

We all know that the new year also means new changes in our courts. Thanks to SLSA's Day in Court Committee, most of the new rules and changes from Sacramento County Superior Court, Placer County Superior Court, El Dorado County Superior Court, San

Joaquin County Superior Court, and the Third District Court of Appeals were covered at our January 16 Annual State Court Updates meeting. Therefore, I will only provide a few highlights that bear repeating.

Sacramento Superior Court – Civil

The Court has made significant changes to its procedures for limited civil cases. Pursuant to Local Rule 2.21, limited civil cases are now excluded from the Court's Civil Case Management program. It is the Court's expectation that parties will adhere to all timelines pursuant to established statutes, codes and rules. However, the Court will not actively monitor limited civil case timelines. Case management conferences will not be held in Limited Civil Cases, and Case Management Statements will not be accepted for filing.

Effective Wednesday, January 01, 2014, the Limited Civil Pretrial Calendar will be assigned to the Honorable Kevin R. Culhane, presiding in Department 13. The clerk of Department 13 may be reached at (916) 874-7786. The calendar will be heard every Friday at 10:00 a.m., except on court holidays. For additional information regarding the Limited Civil Program, please review the following link: <http://www.saccourt.ca.gov/civil/limited-civil-program.aspx>.

There has also been a change to the Orders of Examination Calendar. Effective Wednesday, January 01, 2014, the Order of Examination Calendar will be assigned to the Honorable Judy Holzer Hersher, presiding in Department 45. The clerk of Department 45 may be reached at (916) 874-

8240. The calendar will be heard every Friday at 9:00 a.m., except on court holidays. For additional information regarding the Order of Examination process please click on the following link: <http://saccourt.ca.gov/civil/orders-of-examination.aspx>.

E-Filing in San Francisco County Superior Court

San Francisco Superior Court was poised to launch a significant expansion of its mandatory e-Filing program this past Monday, January 27, 2014 – instead, it is now implementing voluntary E-Filing for 16 new civil case types, Court Executive Officer T. Michael Yuen announced. The voluntary e-filing expansion includes the following case types:

- Antitrust/Unfair Competition
- Business Tort
- Common Counts/Open Book/Accounts/Collections
- Construction
- Contract/Warranty
- Injunctive Relief
- Intellectual Property
- Mass Tort
- Partnership and Corporate Governance
- Personal Injury
- Personal Injury/Property Damage-Vehicle Related
- Products Liability
- Subrogation/Insurance
- Toxic Tort/Environment
- Wrongful Discharge
- CEQA
- Mandatory e-filing remains in effect for Asbestos, Probate Trust and Complex Litigation Cases.

Finally, don't forget to check the California Rules of Court, the Judicial Council, and the Statewide Fee Schedule for changes! And be sure to check out the Legal Procedures Blog at LSI's website, under the Members Only section.



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

WWW.SACCOURT.CA.GOV

Limited Civil Pretrial Calendar
Effective January 01, 2014

Effective Wednesday, January 01, 2014, the Limited Civil Pretrial Calendar will be assigned to the Honorable Kevin R. Culhane presiding in Department 13. The clerk of Department 13 may be reached at (916) 874-7786.

The calendar will be heard every Friday at 10:00 a.m., except on court holidays.

For additional information regarding the Limited Civil Program, please review the following link http://www.saccourt.ca.gov/civil/limited-civil-program.aspx.

Packet reviewed by: _____ for court use only Date: _____

Sacramento Superior Court – Civil Document Drop-Off Sheet

Contact Name: _____ Contact Phone #: _____

Check this box if the attached document(s) pertain to a case with a scheduled Law and Motion Hearing date and indicate the hearing date here: _____

One box must be checked:

Return Documents by Mail Place Documents in Attorney Box Under: _____ (attorneys/law offices only)

Method of Fee(s) Payment: Check Credit Card Fee Waiver(s) Attached Do not place cash in the drop box.

Table with 4 columns: Number of Documents, Document Name, Number of Documents, Document Name. Lists various legal documents like Amended Complaints, Motions, New Case Packet, etc.

Appeals Documents – MUST be filed at the Appeals front counter in Room 101 – NOT ACCEPTED VIA DROP BOX

A SEPARATE SHEET MUST BE COMPLETED AND ATTACHED TO EACH SORTED BUNDLE.

For example, a submittal of 3 new cases and 2 answers should be submitted as two separate bundles: one bundle of 3 new cases with a Sheet attached on top indicating 3 New Cases and a bundle of 2 answers, with a Sheet attached on top indicating 2 Answers.

The back page of the original filing must be time/date stamped. It is not necessary to time/date stamp any copies submitted with the original.

For a list documents file-able at the Front Counter, review the Civil Document Filing Guidelines at www.saccourt.ca.gov

Revised 01-01-2014



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Parliamentarian's Corner: Voting at Meetings



Submitted by Astrid Watterson, CCLS

A Parliamentarian reminder for everyone: Who has the right to vote at meetings? Active members, Retired members, and Lifetime members all have a right to vote as members of SLSA.

If you are a Student or Associate member, you are not allowed to vote, but you can serve on committees. SLSA is also not responsible for paying your per capita dues, so you do not receive the additional benefit of being a member of LSI and receiving a copy of LSI's quarterly publication, *The Legal Secretary*.

However, your status should change once you have met the criteria of an Active member. At that time, you will be allowed to vote and the association will submit payment for your per capita dues.

Remember, the next time you are at a general meeting, get involved, raise your red voting card, and participate! If you have any questions regarding the Bylaws, Standing Rules, or parliamentary procedure, feel free to e-mail me at awatterson@somachlaw.com.

Governor's Report



Submitted by Dawn Forgeur, CCLS

February Quarterly Conference is this month in Modesto! Have you registered for any of the educational seminars that are being offered on Friday and Saturday?

Carpool with friends and maybe even stay for banquet on Saturday night after all the business and classes are completed.

Friday – February 21, 7:30 p.m. to 9:00 p.m.

(Welcome Reception beforehand at 6:00 p.m. - \$20)

Health & Safety and Risk Management

Gang Suppression

Saturday – February 22, 10:30 a.m. to 12:00 p.m.

Protecting Assets from Medi-Cal Recovery

Bankruptcy Basics & Chapter 9 – Cities Bailing Out Through Bankruptcy

Saturday – February 22, 4:00 p.m. to 5:30 p.m.

Pre- v. Post-Nuptial Agreements – Which is Better?

Advanced Discovery – Withholding Documents & Privileges

[Classes are subject to change due to speaker availability.]



WEEKEND IN EUROPE
MERCED COUNTY LEGAL PROFESSIONALS
ASSOCIATION and
STANISLAUS COUNTY LEGAL PROFESSIONALS
ASSOCIATION
 FEB 21-23, 2014
 LSI 3rd QUARTERLY CONFERENCE
 DOUBLE TREE HOTEL - MODESTO, CALIFORNIA
 CONFERENCE REGISTRATION FORM

NAME (ON BADGE): _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 E-MAIL ADDRESS: _____
 LOCAL ASSOCIATION: _____ I SA/LPA (FULL NAME) _____

PLEASE CHECK IF APPLICABLE AND INCLUDE TITLE: PLEASE CHECK IF YOU ARE:
 STATE OFFICER _____ GOVERNOR CCLS PLS
 STATE CHAIRMAN _____

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)
 POSTMARKED ON OR BEFORE JAN 20, 2014 \$ 99.00 \$ _____
 POSTMARKED JAN 21, 2014 OR LATER \$109.00 \$ _____

INDIVIDUAL TICKETS

REGISTRATION BY JAN 20, 2014	_____ @	\$15.00	\$ _____
REGISTRATION JAN 21, 2104 OR LATER	_____ @	\$25.00	\$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$20.00	\$ _____
LUNCHEONS <input type="checkbox"/> VEGETARIAN			
GOVERNOR'S (SATURDAY)	_____ @	\$24.00	\$ _____
PRESIDENT'S (SATURDAY)	_____ @	\$24.00	\$ _____
MEMBERSHIP (SATURDAY)	_____ @	\$24.00	\$ _____
SATURDAY NIGHT BANQUET	_____ @	\$44.00	\$ _____
<input type="checkbox"/> CHICKEN <input type="checkbox"/> PORK TENDERLOIN			<input type="checkbox"/> FISH & CHIPS
SUNDAY BRUNCH	_____ @	\$26.00	\$ _____
TOTAL AMOUNT ENCLOSED			\$ _____

SPECIAL DIETARY NEEDS: _____

PLEASE MAKE CHECKS PAYABLE TO: **FEB 2014 CONFERENCE FUND**
 MAIL TO: **LORRAINE BETTENCOURT, 3361 SHORE LINE DRIVE, ATWATER, CA 95301**



FOR GENERAL INFORMATION CONTACT:
 REGISTRATION CHAIR – LORRAINE BETTENCOURT - (209) 356-0815 – plsccls325@att.net
 OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479
stephmjb@sbcglobal.net
 DIANE MECCA (209) 918-0796 – dianemecca@hotmail.com

NO REFUNDS AFTER FEB 1, 2014



WEEKEND IN EUROPE
MERCED COUNTY LEGAL PROFESSIONALS
ASSOCIATION and
STANISLAUS COUNTY LEGAL PROFESSIONALS
ASSOCIATION

FEB 21-23, 2014
 LSI 3rd QUARTERLY CONFERENCE
 DOUBLE TREE HOTEL
 1150 NINTH STREET
 MODESTO, CA 95354
 PH: (209) 526-6000

HOTEL REGISTRATION FORM

NAME: _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 E-MAIL ADDRESS: _____
 LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)
 ARRIVAL DATE: _____ DEPARTURE DATE: _____

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

- SINGLE/DOUBLE - **\$109.00**
 TRIPLE - **\$109.00**

COMPLIMENTARY SELF PARKING
 VALET PARKING IS \$12.00 PER DAY

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, 209-526-6000. USE CODE "**LSI**" TO IDENTIFY YOURSELF AS BEING A PART OF LSI IN ORDER TO GET THE GROUP RATE.



FOR GENERAL INFORMATION CONTACT:
 REGISTRATION CHAIR – LORRAINE BETTENCOURT - (209) 356-0815 – plscls325@att.net
 OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479
stephmjb@sbcglobal.net
 DIANE MECCA (209) 918-0796 – dianemecca@hotmail.com



The Legal Specialization Sections
of
Legal Secretaries, Incorporated
Presents:



Affordable Care Act/Covered California

A One Hour Webinar

Speaker: Colleen Callahan, CLU, CASL, LUTCF Facilitator: Mary Lou Floyd, CCLS, M.S.
Colleen Callahan Insurance Services LSS Family Law Leader

WEDNESDAY, MARCH 26, 2014 ~ 12:30 – 1:30 p.m.

Registration Deadline: Wednesday, March 19, 2014

Cost: \$15 for members of any LSS section; \$25 for non-section members; \$35 for non-LSI members

Attendees will have an opportunity to email questions to Ms. Callahan prior to the webinar. Her email address will be provided with confirmation of registration.

Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____

Mailing Address/City/State: _____

Phone: Work/Home _____ Local Assn.: _____ LSA/LPA

Amount and Method of Payment: \$ _____ Check Credit Card Number _____

Name on Credit Card: _____ Card Expiration: _____

Type of Card: Visa _____ M/C _____ Card Verification No: _____

Mail, Fax, or Email completed form to:
Cheryl L. Kent, PLS, CCLS, LSS Coordinator
P.O. Box 12082, Pleasanton, CA 94588
925-523-3086 (fax) ~ clkcls@comcast.net

You will receive confirmation of registration and instructions regarding login to the webinar via email.
PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that this webinar has been approved for minimum MCLE/CLE credit of 1.0 hours by the State Bar of California.

2013-2014 Legal Specialization Section Leaders:

Civil Litigation: Dawn R. Forgeur, CCLS
dforgeur@stoel.com

Law Office Administration: Tammy L. Hunt, CCLS
loaleader@tlhunt.org

Criminal Law: Jill Gardella
jgardella@nablaw.com

Probate/Estate Planning: Kristi L. Edwards, CCLS
kledwards@justice.com

Family Law: Mary Lou Floyd, CCLS, M.S.
Louloux7@yahoo.com

Transactional Law: Lisa De La O
ldelao@fitcheven.com

Chapter Achievement Points (CAPs)

Submitted by Dawn Forgeur, CCLS

Attending any part of conference in Modesto this month? Let me know if you go and what classes you attended.

Have you attended another association's meeting or class? Please let me know so I can count that towards our Chapter Achievement Points.

Please forward any vendors to me that you think might benefit from being an advertiser in the LSI quarterly magazine, The Legal Secretary.

If you rent a car through Hertz to drive to conference in Modesto, use the LSI discount and then let me know because that's worth CAPs.

Please note that the RSVP deadline for all regular monthly meetings is now Noon on the Friday before the meeting. We have had to move our RSVP cut-off date in order to meet food ordering deadlines from the Courtyard Marriott. Please make note of it, as this is now SLSA's standard reservation deadline for regular dinner meetings.



LSI CODE OF ETHICS

It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.

Dedicated to LSI Past President, Joan M. Moore, PLS, CCLS

CHAPTER ACHIEVEMENT REPORTING FORM 2013-2014

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2013, through March 31, 2014.

Please complete this form and mail or email it to SLSA's Governor, Dawn Forgeur, CCLS. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam – Test Date: _____. (100 points)
- _____ I passed the CCLS exam – Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2013-2014 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2014. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH). (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Dawn R. Forgeur, CCLS, Governor
Stoel Rives LLP
500 Capitol Mall, Ste. 1600
Sacramento, CA 95814

Law Office Products and Management: "Bankruptcy: What Exactly Is It?"

Submitted by Lynne Koroush, CCLS



(As posted on <http://bankruptcy.findlaw.com/what-is-bankruptcy/bankruptcy-definition-what-exactly-is-it.html>)

Bankruptcy is a generalized term for a federal court procedure that helps consumers and businesses get rid of their debts and repay their creditors. If you can prove that you are entitled to it, the bankruptcy court will protect you during your bankruptcy proceeding. In general, bankruptcies can be categorized into two types -- "liquidations" and "reorganizations."

Among the different types of bankruptcies, Chapter 7 and Chapter 13 proceedings are the most common for individuals and businesses. Chapter 7 bankruptcies normally fall in the liquidation category. This means that if you own property, it could be taken and sold in the process of liquidation in order to pay back your debts. Conversely, Chapter 13 bankruptcies generally fall under the reorganization category, meaning that you will probably be able to keep your property, but you must submit and stick to a plan that will allow you to repay some or all of your debts within three to five years.

Chapter 7

Both individuals and businesses are allowed to file for Chapter 7 bankruptcy. If an individual files such a bankruptcy, the bankruptcy definition is a consumer Chapter 7 bankruptcy. If it is filed by a business, the bankruptcy definition is a business Chapter 7 bankruptcy. These proceedings will typically last between three and six months.

Liquidation of property -- In a Chapter 7 bankruptcy proceeding, some of your property may be seized and sold to pay off some or all of your debts. However, as a benefit of this type of bankruptcy proceeding, any unsecured debts (debts that are not guaranteed by collateral) will be wiped out. In addition, there are certain types of property that cannot be sold in order to pay off your debts. This property is defined by federal law and include things like the furniture in your home, your car and your clothes. Many of the people that file for Chapter 7 bankruptcy are surprised to learn just how much property they get to keep.

Secured debt -- Secured debts are treated differently than unsecured debts in a Chapter 7 bankruptcy proceeding. In a Chapter 7 bankruptcy proceeding, you (the debtor) have to make a choice between allowing the creditor to repossess the property that secures the debt, continuing to make payments on your debt to the creditor, or paying the creditor a sum equal to the replacement value of the property that secures the debt. In addition, some types of secured debts can be wiped out during a Chapter 7 bankruptcy proceeding.

Chapter 7 Eligibility -- Before you can file for Chapter 7 bankruptcy, you must be able to show that you are eligible to file for Chapter 7. To be eligible for Chapter 7, you cannot make enough money (minus certain expenses and monthly debt payments) to be able to fund a Chapter 13 bankruptcy repayment plan. There are [other requirements](#) to be eligible to file for Chapter 7 bankruptcy.

Debts that will not be wiped out by Chapter 7 bankruptcy -- There are certain types of debts that cannot be taken care of through a Chapter 7 bankruptcy proceeding. For example, while credit card debt, unsecured loans, and other debts can be forgiven in Chapter 7, things like child support, taxes that are due, and alimony payments cannot be wiped

(Continued on page 39)

Law Office Products and Management: "Bankruptcy: What Exactly Is It?"

(Continued from page 38)

out. For more debts that will remain after a Chapter 7 bankruptcy proceeding, see [Debts that Remain After a Chapter 7 Discharge](#).

Chapter 13

Also known as the "wage earner" bankruptcy proceeding, only people with a reliable source of income are allowed to file for Chapter 13 bankruptcy.

Paying off your debt -- When you go to file your Chapter 13 bankruptcy in federal court, you must be willing to work with the court to come up with a repayment plan, and, even more so, stick with the plan over the next three to five years. The amount that you will need to pay is based upon your income, how much debt you owe, and how much the creditors of your unsecured loans would have received if you had filed under Chapter 7 instead of Chapter 13.

Limits on debt -- In order to be eligible to file for Chapter 13 bankruptcy, you must be able to show that your debt is under the limits for filing. As of September, 2009, the limit on secured debt was \$1,010,650 and the limit on unsecured debt was \$336,900. If you have more than either of these amounts, you may not be able to file for Chapter 13 bankruptcy protection.

Repaying secured debts -- Chapter 13 bankruptcy may allow you to repay secured debts, even if you are behind on payments, without having the property that secures the debt be repossessed. You may be able to put your past due payments into your debt repayment plan, and pay them off over a period of years.

Other forms of Reorganization Bankruptcy

There are two other types of reorganization bankruptcy in addition to Chapter 13. These are Chapter 11 and Chapter 12.

Chapter 11

Chapter 11 bankruptcy proceedings are normally used by struggling businesses as a way to get their affairs in order and pay off their debts. In addition, some individuals also file for Chapter 11 bankruptcy when they are not eligible for Chapter 13 bankruptcy or own large amounts of non-exempt property (like several homes). However, Chapter 11 can be much more expensive and time consuming when compared to Chapter 13, and you will probably need to speak to a lawyer to decide whether Chapter 11 is right for you.

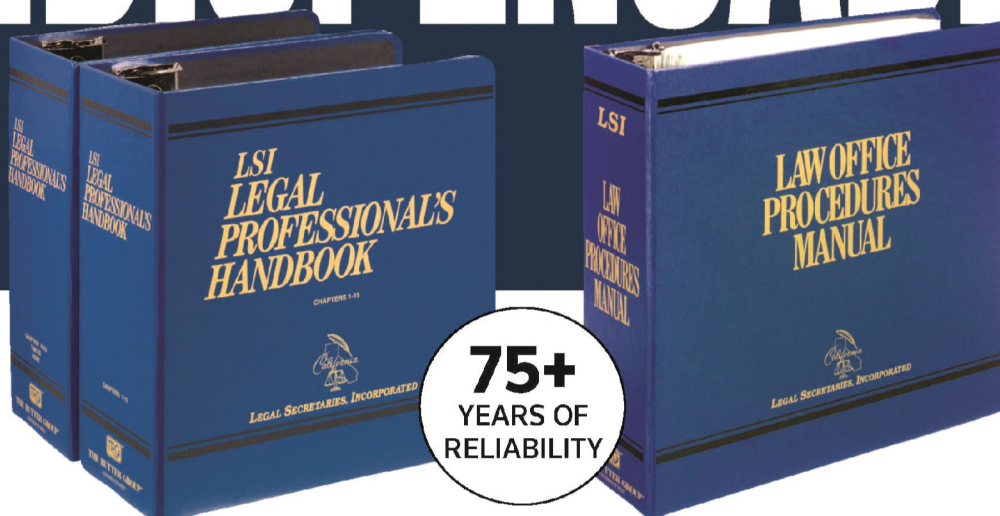
Chapter 12

Chapter 12 bankruptcy is very much like Chapter 13 bankruptcy, except that it is only available to people that have at least 80% of their debts arising from a family farm. Chapter 12 bankruptcy was put in place due to struggling farmers that had many debts, but too high of an income to qualify for Chapter 13 bankruptcy, and not enough time to file for Chapter 11 bankruptcy. If you are thinking about filing for Chapter 12 bankruptcy, you should talk with an attorney.

- See more at: <http://bankruptcy.findlaw.com/what-is-bankruptcy/bankruptcy-definition-what-exactly-is-it.html#sthash.m2ZNagcC.dpuf>



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LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 07/31/13

Total Members (Fiscal Year-end 4/30/13)	Association		New Members	Transfer Members	Continuing Members	Total Members
41	Alameda County	LSA	5		35	40
0	Antelope Valley	LSA	0		0	0
47	Beverly Hills/Century City	LSA	0		35	35
12	Butte County	LPA	0		11	11
0	Capitol City	LPA	0		0	0
15	Conejo Valley	LPA	3		14	17
25	Desert Palm	LPA	2		11	13
13	El Dorado County	LPA	4		8	12
61	Fresno County	LPA	16		43	59
36	Humboldt County	LPA	3		28	31
32	Imperial County	LPA	15		10	25
38	Livermore-Amador Valley	LPA	1		32	33
66	Long Beach	LPA	6		44	50
56	Los Angeles	LSA	9		44	53
24	Marin County	LPA	4		16	20
46	Merced County	LPA	2		32	34
0	Monterey County	LSA	0		0	0
64	Mt. Diablo	LPA	7		46	53
12	Napa County	LSA	1		12	13
87	Orange County	LSA	7		50	57
0	Palo Alto	LSA	0		0	0
23	Placer County	LPA	5		17	22
4	Redding	LPA	0		0	0
16	Rio Hondo District	LPA	5		13	18
26	Riverside	LPA	2		16	18
162	Sacramento	LSA	18		106	124
234	San Diego	LSA	23		144	167
52	San Fernando Valley	LSA	6		34	40
61	San Francisco	LPA	8		40	48
45	San Gabriel Valley	LSA	4		25	29
78	San Mateo County	LSA	5		55	60
24	Santa Barbara	LPA	3		18	21
108	Santa Clara County	LSA	13		55	68
8	Santa Cruz County	LPA	0		6	6
16	Santa Maria	LPA	5		10	15
40	Sonoma County	LSA	4		26	30
11	Southern Butte	LSA	0		7	7
39	Stanislaus County	LPA	0		35	35
38	Stockton-San Joaquin	LPA	0		24	24
4	Trinity County	LSA	0		4	4
22	Ventura County	LPA	0		16	16
47	Members at Large					30
1733	YTD TOTALS					1338

FIRST QUARTER MEMBERSHIP LIST Final 07-31-13.xls

2013-2014 Committee Chairmen

SLSA Officer & Chair Positions 2013-2014

Position	Name	Contact Info
President	Lynne Koroush, CCLS	lkoroush@cbmlaw.com
Vice President		
Secretary	Jennifer Estabrook, CCLS	jestabrook@meyersnave.com
Treasurer	Maryanna Rickner	mrickner@scoe.net
Governor	Dawn Forgeur, CCLS	drforgeur@stoel.com
Parliamentarian	Astrid Watterson, CCLS	awatterson@somachlaw.com
Executive Advisor	Dawn Forgeur, CCLS	drforgeur@stoel.com
Advertising	Elizabeth Madden, CCLS	elizccls@gmail.com
Audit (Financial Review)		
Benefits	Kim Smith	kimncali40@sbcglobal.net
Budget Committee	Alex Cain	alexscain@gmail.com
Bulletin Editor	Corene Rodder	cerodder@gmail.com
CCLS	Launa Atkinson, CCLS	latkinson@donahuedavies.com
Charitable Projects	Rebecca Lerma	rmlerma@stoel.com
Day In Court	Deseree Gamayo (Chair) Crystal Rivera (Co-Chair)	dgamayo@stonegraves.com crivera@somachlaw.com
Employment	Jaymie Moralez	jmoralez@somachlaw.com
Historian	Jennifer Chastain	chastainj@gtlaw.com
Interclub	AVAILABLE	
Law Office Products & Management	AVAILABLE	
Legal Procedures	Debbie Frias, CCLS	dfrias@crowlawoffices.com
Legal Professional of the Year/Boss of the Year	AVAILABLE	
Legal Secretarial Training	Dawn Forgeur, CCLS Astrid Watterson, CCLS	drforgeur@stoel.com awatterson@somachlaw.com
Marketing		
Membership		
Nominations & Elections	Jaymie Moralez	jmoralez@somachlaw.com
Professional Liaison	Lynne Koroush, CCLS	lkoroush@cbmlaw.com
Programs	AVAILABLE	
Programs – Lunch Lessons	Anne French Dawn Forgeur, CCLS	afrench@downeybrand.com drforgeur@stoel.com
Publicity	Mary Taylor	otoe1@hotmail.com
Reservations/Reception	Paula Lockard, CCLS	plockard@cityofsacramento.org
Scholarship	Anne French	afrench@downeybrand.com
Vendor Liaison	AVAILABLE	
Ways & Means	AVAILABLE	
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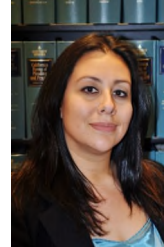
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